



PER.FORM 30
Revised 11/1/02

EMPLOYEE COUNSELING RECORD

EMPLOYEE: L.M. Hartwell POSITION: Sergeant

SUPERVISOR: K.D. Gordon, Sr. DEPT: Fire

DATE OF COUNSELING: August 18, 2005

REASON FOR COUNSELING: (Description of performance or conduct - give specific facts, background information, dates and times)

On August 16, 2005 Sergeant L.M. Hartwell sent a sealed hand mail envelope to A/C Walker without following the chain of command. Sgt. Hartwell violated Article XI Rules and Regulation all Members Section 1101, Members shall adhere to the Chain of Command.

SEE ATTACHED LETTER

Employee's response:

If corrective action is required please specify the nature of the action to be taken by employee and the consequence of further infractions:

K.D. Gordon
Supervisor

August 18, 2005

Date

My signature indicates that the above matters were discussed with me on _____
and that I received a copy of this form.

(Month Day Year)

Employee Signature

This will certify that L.M. Hartwell was offered a copy of this form
but refused to sign the Employee Counseling Record.

Supervisor Signature